

# CONSTITUTION

## Norman Citizens Advisory Board

### ARTICLE I NAME

**Section 1** The name of this organization shall be the Norman Citizens Advisory Board (NCAB) of the Norman Police Department (NPD).

### ARTICLE II PURPOSE

**Section 1** It is the desire of the NPD to maintain a partnership with the community in an effort to reduce crime and to enhance the quality of life. These goals are best accomplished through positive and open communication and the development of public trust.

**Section 2** The NCAB is hereby created to facilitate interaction between the department and a committee of citizens, representative of the various ethnic and cultural groups, within our community.

### ARTICLE III RESPONSIBILITIES

**Section 1** The NCAB will review the investigative process and results of completed departmental allegations of excessive force, and any other incidents involving police department employees the board deems to be of public concern.

**Section 2** The NCAB will provide comments, and suggestions to the Chief of Police on department policy, procedure and rules including the department's procedure for receiving, investigating and reviewing citizen complaints.

**Section 3** The NCAB will convene or attend public listening sessions to establish an identify community concerns as needed. Members of the community are encouraged to express concerns or approval regarding the actions of the police department, and may request a summary on NCAB activities. The NCAB will also provide an annual summary of their activity to the Chief of Police by January 1<sup>st</sup> of each year.

**Section 4** The NCAB will assist members of the police department in achieving a greater understanding of the nature and causes of community problems, with an emphasis on improving relations between the police department and the citizens of Norman by suggesting methods to encourage and develop an active citizen-police partnership in the prevention of crime, strengthening the application of equal protection under the law to all, and promoting public awareness of contemporary policing issues.

**Section 5** Upon review of the above matters, the NCAB shall address suggestions and concerns, if any, to the Chief of Police in writing. The Chief of Police will consider, and respond to, the board's suggestions or concerns. If, by a majority vote, the

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NCAB believes that the response by the Chief of Police is inadequate, they may address their suggestions and concerns to the City Manager. The City Manager will then consider, and respond to, the board's suggestions or concerns.

### **ARTICLE IV AUTHORITY**

**Section 1** The NCAB is recognized by the Chief of Police as a community partner and agrees to adhere to the rules established in this constitution and all applicable policies of the NPD and the City of Norman as well as local, state, and federal laws. The NCAB is not affiliated with any specific national, state, or local group.

**Section 2** The NCAB will establish bylaws to govern administrative and procedural matters (such as the time and location of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote present at an NCAB meeting where a quorum is present (advance notice is not required).

**Section 3** Neither the NCAB, nor any member thereof, shall incur departmental expense or obligate the NPD in any manner, release any written or oral report of any board activity to any individual or body other than to the Chief of Police, independently investigate citizen complaints against the department or an employee of the department, conduct any activity which might constitute or be construed as an official governmental review of police actions or as an establishment of City or department policy, or violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.

**Section 4** Matters pertaining to discipline will be the sole responsibility of the Chief of Police and not the board. The activities of the NCAB shall, at all times, be conducted in accordance with all federal, state and local laws.

### **ARTICLE V MEMBERSHIP**

**Section 1** The NCAB's composition is intended to be representative of residents from all members of the city. Ideally, members of the NCAB will be comprised of a cross-section of citizens and inclusive of differences in race, color, national origin, gender, gender identity, sexual orientation, religion, age, and disability. All citizens will have the opportunity to apply to become board members. All ethnic and cultural organizations are encouraged to submit candidates for open positions of the NCAB.

**Section 2** The NCAB shall be composed of a minimum of five (5) voting members, not to exceed nine (9), and one non-voting member/facilitator. NCAB members in good standing shall serve two-year terms. Members may not serve more than two

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consecutive terms unless such request is made in writing and approved by the Chief of Police.

**Section 3** Each member shall attend an orientation presented by the NPD to familiarize the board with the operation of city government, the police department and the rules and operating procedures of the NCAB. Each voting member will be encouraged to complete the Citizens Police Academy and participate in at least one ride-along with a Norman Police Officer.

**Section 4** Members shall have access to the NPD Policy Manual.

### **ARTICLE VI OFFICERS**

**Section 1** The officers of the NCAB shall be a CHAIRPERSON, VICE-CHAIRPERSON and SECRETARY. The CHAIRPERSON, VICE-CHAIRPERSON and SECRETARY shall be selected by a majority vote each year during the first meeting of the Calendar Year. After completing a one year term as the CHAIRPERSON, the position for the following year will be filled by the VICE-CHAIRPERSON.

**Section 2** The CHAIRPERSON shall serve as the spokesperson for the NCAB regarding any reports on NCAB activities during any community listening session. The CHAIRPERSON shall also serve as the spokesperson for the NCAB in any formal comments or suggestions to the Chief of Police regarding NCAB activities and community concerns. The Chief of Police will consider, and respond to, the board's suggestions or concerns.

**Section 3** Any officer, who, during the term of his/her office, ceases to be a voting member, shall be removed by the Chief of Police and a replacement shall be elected by a majority vote to serve the remainder of his/her term.

### **ARTICLE VII MEETINGS**

**Section 1** Regular meetings, and separate public listening sessions, shall be held each quarter.

**Section 2** Special meetings, and separate public listening sessions, may be called by the CHAIRPERSON or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

**Section 3** A quorum shall be five (5) voting members must be present at any meeting to make subsequent proceedings of that meeting valid. Members must be present to vote.

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**Section 4** In the event a NCAB member is unavailable to attend a regularly scheduled meeting, he/she should contact the CHAIRPERSON or VICE-CHAIRPERSON and notify them of such.

### ARTICLE VIII FACILITATOR

**Section 1** An NPD representative shall serve as the non-voting member/facilitator of the NCAB.

**Section 2** The NPD Facilitator is responsible for preparing the agenda for each regularly scheduled meeting. Investigations that are on-going, are subject to grievance, or are otherwise involved in litigation will not be included in any agenda.

### ARTICLE IX FINANCES

**Section 1** Voting members of the NCAB are not employees of the NPD. Voting members serve in a voluntary capacity and shall receive no monetary compensation or any other financial or employee benefit from the department.

**Section 2** The NPD will provide office supplies and assume responsibility for other expenses necessary for the operation of the NCAB.

### ARTICLE X CONFIDENTIALITY/DISCIPLINE

**Section 1** All information received during NCAB meetings is privileged and confidential. Confidential information includes, but is not limited to, the details regarding the individuals involved in the investigations, the circumstances surrounding the incident, and any discussions during the meetings. The content and veracity of meeting agendas are not considered privileged and confidential.

**Section 2** It shall be the duty and responsibility of each member to respect and maintain the confidentiality of all matters presented before the board. Neither the NCAB, nor any individual member, shall disseminate confidential information received during board meetings. Board members are required to sign confidentiality statements and will be removed from the board upon violation of the confidentiality agreement.

**Section 3** No member of the NCAB shall make any written or oral statement of any NCAB activity of a confidential nature to any individual or body without the express consent of the Chief of Police. A violation will result in immediate removal from the Board.

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**Section 4** Members of the NCAB are expected to exhibit the highest ethical and professional standards. The Chief of Police will remove a member upon a majority vote of the board.

**Section 5** Failure to attend three meetings in a calendar year without contacting the CHAIRPERSON or VICE-CHAIRPERSON with an explanation may result in that NCAB member being dismissed.

**Section 6** The Chief of Police's decision regarding removal is final.

### **ARTICLE XI AMENDMENTS**

**Section 1** The NCAB shall have no rules that discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, religion, age, or disability.

**Section 2** Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. Amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**Section 3** A copy of any amendments to this constitution must be submitted to the Chief of Police within two weeks after adoption.

# Bylaws

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### **Section I** *Rule-Making:*

- a. The NCAB shall have no rules that discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, religion, age, or disability.
- b. The members shall adopt rules and procedures relating to the operation of the NCAB.
- c. The NCAB shall determine the date, time, and place for each meeting.

### **Section II** *Officers of the NCAB Shall Be:*

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Members shall select any other officers they deem necessary by a majority vote

### **Section III** *Powers and Duties of Officers:*

- a. **Chairperson**: The Chairperson shall serve as the chief executive officer of the NCAB, shall preside at all meetings, and shall prepare the agenda for meetings. The Chairperson shall appoint all committees and committee chairs. The Chairperson shall have other powers and duties as may be prescribed by the NCAB.
- b. **Vice-Chairperson**: The Vice-Chairperson shall preside at NCAB meetings in the absence of the Chairperson. The Vice-Chairperson shall perform all duties assigned by the Chairperson and shall assume the office of the Chairperson if the office becomes vacant.
- c. **Secretary**: The Secretary shall take minutes at all meetings of the NCAB, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file.

### **Section IV** *Executive Committee:*

- a. The Executive Committee shall consist of the elected and appointed officers, with the facilitator(s) serving as non-voting members(s).
- b. The Executive Committee shall have general supervision of the affairs of the NCAB between meetings and is authorized to take action when action must be taken prior to the next meeting.
- c. The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so, any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

### **Section V** *Qualifications for Membership:*

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- a. All Norman Police Department NCAB members shall be at least 18 years of age and permanent residents of the City of Norman. NCAB members shall have good reputations for integrity and community service.
- b. Persons with criminal records will not automatically be excluded from NCAB membership. Each incident will be judged based on its own merit. Consideration will be given to the nature and seriousness of the incident, the circumstances, how long ago it occurred, the age at the time of the incident and other factors contributing to the incident.
- c. No nominee to the NCAB, nor any members of the nominee's immediate family, shall be currently employed by the City of Norman or be a former sworn employee of the City of Norman Police Department.
- d. No nominee may currently be a party nor be a legal representative in litigation against the City of Norman.
- e. Each nominee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps reduce crime and enhances relationships between the police and the community.

#### **Section VI** ***Special Committee(s):***

- a. Special Committees may be established by the Executive Committee and shall perform such duties as defined in their establishment.
- b. Initial Selection Committee: Selection of the initial five (5) members of the NCAB will be determined by an ad hoc selection committee identified, and agreed upon, by the Chief of Police, City Manager, and Mayor. This ad hoc committee will consist of at least three (3) members who cannot serve on the initial NCAB themselves, and it will be inclusive of differences in race, color, national origin, gender, gender identity, sexual orientation, religion, age, and disability. The ad hoc selection committee is responsible for the following:
  - Recruiting prospective NCAB members.
  - Reviewing completed applications and attached resume with cover letter.
  - Interviewing candidates.
  - Making recommendations to the full committee (a majority vote is required).
  - Full committee members vote (a majority vote is required).
  - Coordinating with the Chief of Police for background investigations (a conditional selection is required).
  - The Chief of Police will notify the candidate.
- c. Selection Committee: The NCAB, by majority vote, will identify three (3) members to serve as a standing Selection Committee. The Selection Committee is responsible for the following:
  - Recruiting prospective NCAB members.
  - Reviewing completed applications and attached resume with cover letter.
  - Interviewing candidates.
  - Making recommendations to the NCAB (a majority vote is required).
  - NCAB Members vote (a majority vote is required).

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- Coordinating with the Chief of Police for background investigations (a conditional selection is required).
- The Chief of Police will notify the candidate.

#### **Section VII Departmental Facilitator(s):**

- a. The Chief of Police shall select at least one member from Internal Affairs who will serve as the police department's facilitator(s) to the NCAB.

#### **Section VIII Amendments:**

- a. The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
- b. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- c. A copy of any amendments to these bylaws must be submitted to the Chief of Police within two weeks after adoption.

These bylaws were adopted on July 18<sup>th</sup>,2023 and most recently revised on July 18<sup>th</sup>,2023.